



2020

# HOUSING AFFORDABILITY ANALYSIS



Required per Wis. Stats. 66.10013

*Based on January 1 – December 31, 2020 Data*

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**HOUSING AFFORDABILITY ANALYSIS  
CITY OF MANITOWOC  
DECEMBER 2020**

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# INTRODUCTION

This report complies with the requirements contained in Section 66.10013 of Wisconsin State Statutes, and is intended to document implementation of the housing element of the city's Comprehensive Plan. This report must be updated annually.

## *Purpose*

In 2018, the Wisconsin Legislature enacted legislation that requires cities and villages with populations of 10,000 people or more to prepare two housing related reports annually no later than January 31. These reports include a housing affordability report and a new housing fee report.

This report, *The Housing Affordability Analysis*, was created to satisfy the requirements as outlined in Section 66.10013 of the Wisconsin State Statutes. The requirements of this report contained within Section 66.10013 can be found below.

### **66.10013 Housing affordability report.**

(1) In this section, "municipality" means a city or village with a population of 10,000 or more.

(2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. [66.1001](#). The municipality shall update the report annually, not later than January 31. The report shall contain all of the following:

(a) The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year.

(b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.

(c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.

(d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.

(e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:

1. Meet existing and forecasted housing demand.

2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

(3) A municipality shall post the report under sub. [\(2\)](#) on the municipality's Internet site on a web page dedicated solely to the report and titled "Housing Affordability Analysis."

## *Process and Data Sources*

This *Housing Affordability Analysis* was prepared by the City of Manitowoc Community Development staff. The report was generated for the calendar year ending December 31, 2020, using permit/development records, the *City of Manitowoc Permit and Review Fee Schedule*, and the *City of Manitowoc Municipal Code*. The majority of information contained within this report was provided by the City of Manitowoc Community Development Department and the Building Inspection Department. The report utilized American Community Survey (ACS) 5-Year Estimates to provide population and housing measurements when analyzing the implementation of the housing element contained within the *City of Manitowoc Comprehensive Plan*. Other data sources used to create this report include the U.S. Census Bureau and the Wisconsin Department of Administration (WDOA). This report must be updated annually.

## HOUSING ELEMENT OVERVIEW

The *City of Manitowoc Comprehensive Plan*, adopted in 2009, contains one general housing and neighborhood development goal that is accompanied by various objectives and policies. The goal is as follows: “support a variety of housing types and costs, and quality neighborhoods to promote a desirable living environment for all residents.” During the development of the *City of Manitowoc Comprehensive Plan*, it was found that sixty-five percent of community survey respondents at that time, either agreed or strongly agreed that programs were needed to help low- and moderate-income people own, repair, or remodel homes. More than half of community survey respondents either agreed or strongly agreed that Manitowoc needed more housing to specifically meet the needs of elderly people, as well as more affordable owner-occupied housing options.

Between 2000 and 2017, the city’s population decreased by over 1,500 residents while the amount of housing increased by over 1,000 units. In 2000, there were 15,007 housing units in the city and the population was approximately 34,700. It was projected that the city would see an increase of 1,033 new housing units by 2020 and 1,671 by 2030. However, by 2019 the number of housing units within the city exceeded the 2020 housing unit projection (16,040) found in the 2009 *City of Manitowoc Comprehensive Plan*. According to 2020 U.S. Census Data, the City of Manitowoc had a total of 16,277 housing units and the population was approximately 34,626.

Since 2000, the City of Manitowoc has experienced an increase in housing units and a decrease in population which would suggest that housing is more readily available now as compared to 2000. However, this is not the case as the housing stock continues to age and the amount of new housing units being constructed within the city continues to decrease. Between 2000 and 2009, there were 1,026 new housing units built in the city. Between 2010 and 2020, 551 housing units were built in the city. The low number of new housing built from 2010 to 2020 in addition to the fact that over 62 percent of the existing housing stock was built prior to 1970, indicates the need for additional housing today. It can also be assumed that due to the age of the housing stock, older homes in the city are increasingly in need of rehabilitation and improvement.

The composition of housing in the city in 2006 was made up of a majority of single family and two-family homes, followed by smaller multi-family structures (3-19 units). Since then, the City of Manitowoc has not experienced much of a change in the types of housing available to residents. Housing structure data shows that one- and two-unit dwellings remain predominate today, as single-family homes and duplexes accounted for over 77 percent of all housing units in the city in 2020. In order to provide a variety of housing types as identified in the housing goal, the types of housing structures being built within the city would have to stray from the predominate choice of single- and two-family home styles. By building more multi-family housing, residents will have additional options in the types of housing they can afford. To support a variety of cost options for all residents, the city should continue to make affordable housing a priority. New affordable housing must be constructed to satisfy the amount of renters in the city.

Although progress has been made since 2000, the city needs to continue to support a variety of housing types and costs, and work to improve quality neighborhoods to provide a desirable living environment

for all residents. In order to do this, new multi-family housing must be constructed, new housing must be affordable in that the monthly cost of the housing must not exceed thirty percent of the median household income, and older homes must continue to be rehabilitated.

## SUMMARY OF RESIDENTIAL DEVELOPMENT IN 2020

Wisconsin State Statute 66.10013 (2)(a) and (2)(b) requires reporting on the number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year, as well as the total number of new residential dwelling units proposed in the applications that were approved by the municipality in the prior year. The following summary contains the residential development activities that occurred in 2020.

The City of Manitowoc did not approve any subdivision plats or condominium plats in 2020. However, the city did approve 26 certified survey maps and 23 new residential building permit applications with approximately 77 new residential units. Table 1 (below) displays the number of units per structure type that were approved in 2020.

<b>TABLE 1: APPROVED RESIDENTIAL UNITS PER STRUCTURE TYPE IN 2020</b>							
<b>SINGLE-FAMILY HOMES</b>		<b>TWO-FAMILY HOMES</b>		<b>3 &amp; 4 UNIT BUILDINGS</b>		<b>5+ UNIT BUILDINGS</b>	
<b>NUMBER OF STRUCTURES</b>	<b>TOTAL UNITS</b>	<b>NUMBER OF STRUCTURES</b>	<b>TOTAL UNITS</b>	<b>NUMBER OF STRUCTURES</b>	<b>TOTAL UNITS</b>	<b>NUMBER OF STRUCTURES</b>	<b>TOTAL UNITS</b>
15	15	3	6	0	0	5	56
<b>TOTAL NEW RESIDENTIAL UNITS ADDED IN 2020</b>							<b>77</b>

## RESIDENTIAL DEVELOPMENT OPPORTUNITY

Wisconsin State Statute 66.10013 (2)(c) and (2)(d) requires a list and map of undeveloped parcels in the municipality that are zoned for residential development and a list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.

There are more than 250 undeveloped parcels in the City of Manitowoc that are currently not zoned for residential use but may be suitable for residential development. Appendix B contains a map and a complete list of the city's undeveloped residential parcels that are currently not zoned for residential use but may be suitable for residential use.

There are almost 600 undeveloped parcels that are currently zoned for residential use. Comprised of approximately 1,200 acres, these undeveloped parcels possess major development potential located directly within the city limits. Appendix A contains a map and list of residentially zoned parcels that are currently undeveloped.



## DATA ANALYSIS

This portion of the Housing Affordability Report identifies the city's residential development regulations and calculates the financial impact that each regulation has on the cost of each new subdivision. This section also identifies ways the city can modify development regulations in order to 1) meet existing and forecasted housing demand and 2) reduce the time and cost necessary to approve and develop a new residential subdivision in the city by 20 percent.

### *Land Use Regulations*

Regulatory controls for residential development are commonly utilized at different levels of government to guide private land development by controlling the use, density, site requirements, design, and more. Some examples of residential development regulations that may impede development include site improvement requirements, fees and land dedication requirements, and permit procedures. Below you will find information regarding the residential development regulations enforced by the City of Manitowoc. For more information on residential development regulations or other regulations that are enforced by the City of Manitowoc, please see the City of Manitowoc Code of Ordinances.

The City of Manitowoc [Comprehensive Zoning Ordinance](#) - Chapter 15 of the Manitowoc Municipal Code contains the written regulation and law that defines how property can be used. As it pertains to this report, the purpose of the ordinance in summary is to implement the City's comprehensive plan to the extent possible under zoning, as authorized by Wisconsin Statutes, and to promote the public health, safety, morals, comfort, convenience, prosperity and general welfare of the community. The City of Manitowoc has seven residential zoning districts that vary in use and therefore, vary in the regulatory controls that are imposed. Multi-family residence districts have additional development and design standards that are enforced and have additional approval requirements that must be met prior to starting construction.

The [Land Subdivision Ordinance](#) - Chapter 21 of the Manitowoc Municipal Code contains regulations adopted under the authority granted by Wis. Stat. 236.45 and Ch. 703. The ordinance contains procedures, design standards, and the plat specifications and requirements that must be followed in order to develop a subdivision within city limits.

### *Existing and Forecasted Housing Demand*

The current population of the City of Manitowoc is 34,626 according to the 2020 U.S. Census Data. In 2020, the City of Manitowoc had 16,277 housing units with approximately 93 percent of units occupied. According to the most recent Population and Household Projections by the WDOA, the City of Manitowoc is projected to have 15,401 occupied housing units by 2025, and 15,155 by 2040, a decrease of 246 occupied housing units from 2025 to 2040. The household population is projected to decrease from 32,906 in 2025 to 31,266 in 2040. These projections, at the very least, indicate that only slight population fluctuations are likely to take place in the immediate years to come. The city needs to first satisfy the current housing demand which will subsequently help with the slightly increased housing need that is projected for the future.

As noted earlier, 551 new housing units were added to the city from 2010-2020. There are many reasons why so few housing units were built during this time including the rising cost of construction. However,

another reason may be that many people today are choosing to rent housing versus own housing. This is a trend being seen across the county today and like many other cities, Manitowoc lacks affordable housing options for the amount of renters living in the city. The lack of available and affordable one- and two-family homes within the city, along with the age of the housing stock, will continue to keep renters from buying homes. According to ACS data, approximately 34 percent of the city's population rented in 2019 and nearly 35 percent of renters paid 30 percent or more of their monthly income for rent in 2019. New residential housing will need to be affordable in that monthly housing costs should not exceed 30 percent of monthly income. The city will need to work carefully to increase the number of affordable housing units within the city in order to retain the amount of renting residents while also remaining mindful of the small fluctuating need for housing as indicated in the 2025 and 2040 projections.

### *Ways to Meet Existing and Forecasted Housing Demand*

The City of Manitowoc, much like other municipalities in Wisconsin, is experiencing a shortage in workforce housing. Workforce housing can be defined as the supply of housing in a community that meets the needs of the workforce in that community. According to a 2019 report<sup>1</sup> titled *Falling Behind* by Dr. Kurt Paulsen, "the three main causes of the workforce housing shortage [in Wisconsin] include: not building enough homes to keep up with population and income growth, construction costs outpacing inflation and incomes, and outdated land use regulations that significantly drive up the cost of housing." As a result, housing costs are rising, homeownership is declining and overall housing affordability is continuing to decline.

The construction of new affordable housing is an absolute necessity to provide enough supply to meet the demand. To quickly address the shortage of housing and offer a variety of housing types, new multi-family residential development must become a priority for the city, however, strict and abundant regulatory controls and today's cost of construction hinder development. New multi-family development is subject to high regulatory costs that include fees, standards, and other requirements that are imposed at different stages of the development and construction process on top of the already high cost of construction. Therefore, the City of Manitowoc must refine regulatory controls and provide attractive financial incentives to developers in the future and provide other options to meet the immediate housing demand.

Given the average age of the housing stock (over 10,000 homes built before 1970), it is recommended that the city continue to work on reinvesting in older housing by creating financial incentives for the rehabilitation of older housing in order to cope with the current affordable housing shortage. This will, in turn, provide housing for first time home buyers while also stabilizing the condition and value of existing homes within the city. The city's R-7 Central Residence District works to accomplish this through zoning. This district is intended to provide greater flexibility in development standards than the R-5 District in order to encourage residential redevelopment projects and reuse of small vacant tracts of land in the central high service older area of the City. The city also has a Community Development Housing Revolving Loan Fund Program with funds available for eligible housing rehabilitation projects. The city will need to

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<sup>1</sup> Paulsen, K. (2019). *Falling Behind*. Wisconsin Realtors Association.

consider additional financial incentives, programs, and policies that will help to increase the availability of homes in the city and stabilize property values while ridding the city of blighted or dilapidated homes.

### *Ways to Reduce Time and Cost to Approve and Develop a New Residential Subdivision by 20 percent*

The City of Manitowoc did not approve any new subdivision plats for the year 2020. Therefore, the estimated cost and time that it takes approve and develop these sites in the City of Manitowoc may not reflect the actual cost for development or the time that it takes to develop. The city will need to use subdivision projects developed in years prior to 2020 to further analyze the time that it took to approve the project and costs associated with such development in order to identify and successfully mitigate impedances that may be unique to the city. This report still identifies methods the city can work to reduce the time and cost to approve and develop a new residential subdivision below.

Residential development regulations create barriers that have the ability to impede subdivision development within a municipality for a number of reasons. The biggest barriers to residential development include the cost imposed by development fees, the amount of time needed to review and approve a development project, and cost of construction. The cost and number of regulations being imposed by local governments to develop have increased over past decades. There are many ways in which municipalities can reduce or eliminate regulatory barriers that will in turn encourage, instead of impede, development.

A few financial incentives that can be used to encourage new development and lessen associated cost burdens include: tax abatement, fee waivers, density bonuses, and the donation of underutilized buildings or land. The city can further reduce costs through regulatory refinement by partially or fully waiving certain development and design standards. This will speed up the process and time that it takes to approve development, and reduce the overall cost to develop. According to research conducted by the National Association of Home Builders and the National Multifamily Housing Council<sup>2</sup>, regulation imposed by all levels of government account for an average of 32.1 percent of multifamily development costs. Regulatory costs include fees, development standards, building codes, land dedicated to public purposes, and more. Fees imposed on a multifamily development when site work begins include impact fees, utility hook-up and more.

Fees imposed by the City of Manitowoc for residential development and construction are relatively lower when compared to other cities. **The City of Manitowoc does not charge impact fees or park fees. However, the City has a park land dedication requirement or a payment in lieu of.** Plat approval fees imposed by the city are relatively low when compared to other municipalities. Some of these fees, such as stormwater fees and wetland permitting, are controlled by State and Federal Governments making them outside of the city's control. A list of the fees imposed by the City of Manitowoc for residential construction, development and remodeling can be found in the 2020 Housing Fee Report.

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<sup>2</sup> Emrath, P., & Walter, C. (2018, June). The Cost of Regulation to Apartment Development. Backgrounder. National Multifamily Housing Council, National Association of Home Builders.

The time that it takes to approve and develop a new residential subdivision varies depending on the project but often can take over one year. The city should implement an aggressive expedited permitting process or streamlined approval process for residential development to reduce time. Currently the city requires the Common Council to approve or reject the preliminary plat within 90 days of the filing date and the commission must approve or reject the final plat within 60 days. However, as shown in Appendix C, there are many steps within the approval process that must be followed before final plat approval. In general, the city should make it a goal to process all land approvals within 60 days as long as the required documents are submitted.

### *Conclusion*

The City needs to make housing diversity a priority in order to meet the need of the current demand. There are many actions that the city can take to help meet the high demand of housing at this time while also reducing the time and cost to approve and develop new residential property. By loosening regulatory land controls to allow for compact and high-density development, streamlining the approval process, and by providing financial incentives, developers should be attracted to the development potential that the City of Manitowoc has to offer. The city should work on incentivizing the rehabilitation of older homes while also loosening regulatory controls on new development. This will, in turn, create housing diversity by incentivizing developers to invest in new affordable housing development while also strengthening homeownership and the value of homes in the city. The city will need to identify and implement regulatory and financial incentives to attract developers and increase the number of available affordable housing units while also remaining mindful of the 2025 and 2040 projections that point to a slight fluctuation in the housing demand.

## APPENDIX A: UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT

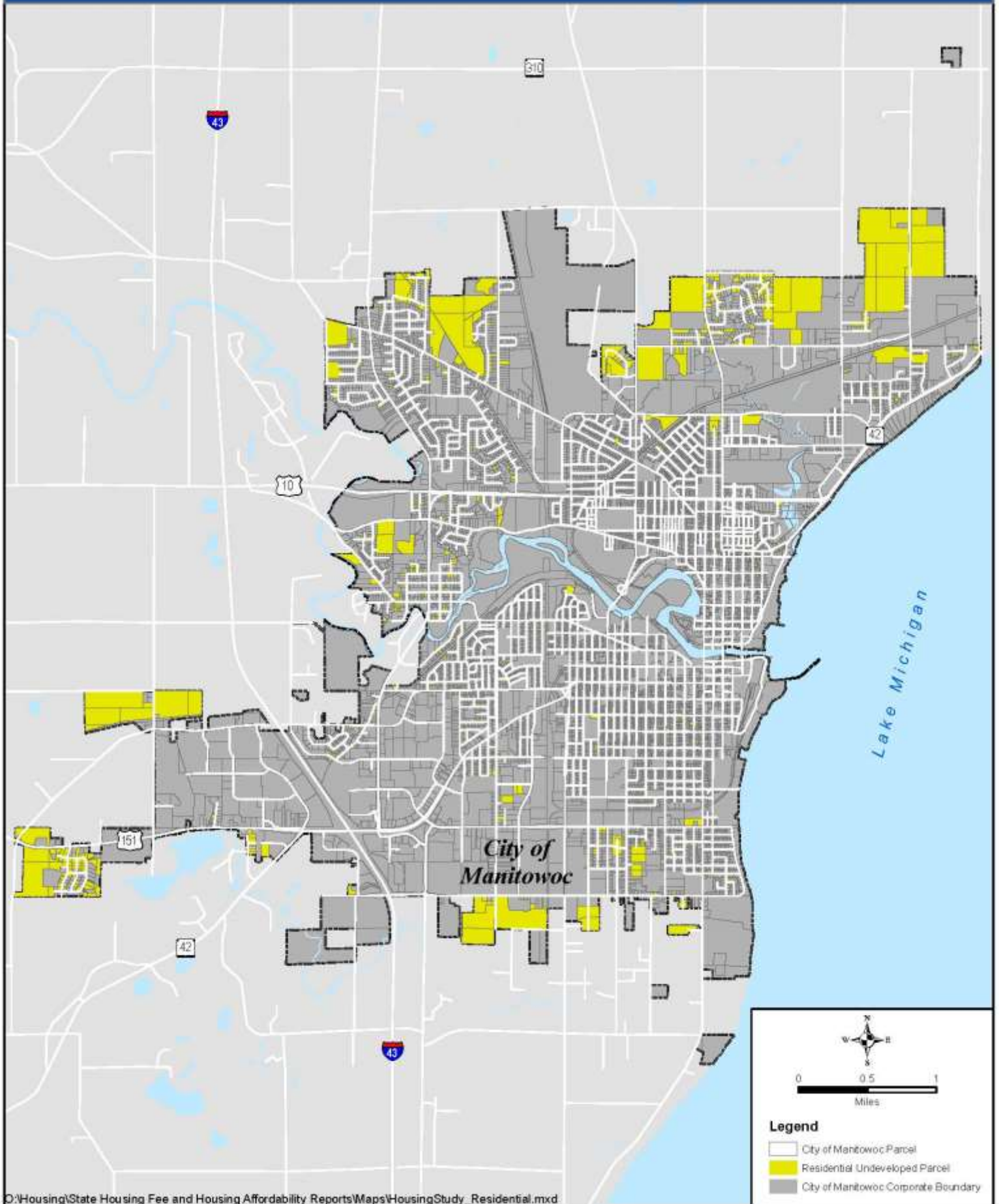
### UNDEVELOPED PARCELS ZONED FOR RESIDENTIAL DEVELOPMENT

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000046020	130003160	355033010	450017020	560001252	692002080	769002080	801201050	812303109	823104052
000048062	130003166	355038001	450019080	560001330	692003010	769004090	801201060	812304100	823402020
000048070	130003170	355039002	450019110	566000130	692003070	770002220	801204020	812304101	823402045
000048200	131002330	355042001	450019120	585002020	692003100	770012150	806101060	812304102	823403110
000059020	131003090	355043005	450020030	585004170	692004030	773001090	806202288	812304202	824102097
000064060	131003140	355046001	450020040	590005130	692004040	773001100	806202290	812304240	824102099
000109020	135002010	355057010	450024070	612001050	692004060	783005140	806202295	812304304	824201160
000115200	137001040	355059001	450024080	612001110	692005020	783005150	806202296	813201100	824202080
000115201	155003152	355081001	450024090	614001060	692005030	783007020	807100222	813201200	824202294
000116150	155004242	355084011	450026060	615001070	692005050	784005190	807402210	813201500	824202330
000142160	155007140	355085001	450027010	617007010	692005060	784005200	807404022	813202016	825101131
000194050	160000013	355085006	450027020	617007020	692005070	784008030	808203001	813202030	826104015
000196020	185000730	355086005	450031011	617008020	692005090	785001090	808203003	813202072	826104071
000198010	201002050	355086006	450033010	617008110	692005100	785001170	808203004	813202073	826304042
000201150	203001011	355088009	450033020	617008120	692005160	786006180	808204001	814101070	826304043
000249150	203001020	355107004	450033030	617009070	692005170	787006350	808204002	814101082	826304080
000254041	203001030	370000470	450033040	617009120	692005180	788001190	808204007	814102010	826304161
000293020	203002022	381005100	450033090	617010070	692005200	788001200	808204009	814102120	826402280
000296160	203002044	381007170	450033100	617010080	692005210	788001210	808301016	814103031	826403032
000297200	203002066	381009150	450033120	617012020	692007020	788011010	808301042	814103081	827301100
000306190	203003111	381009210	450034050	617012021	692007030	788011020	808302014	814201090	827302120
000310061	203003222	382013110	450034090	617012060	692007050	788011030	808303031	814201094	828401226
000311170	203003444	382016111	450036120	640005111	692007060	788011070	808401013	816101020	828401253
000313180	203003555	382017315	450038021	660008040	692008010	788011110	808402012	816102020	828402116
000314030	220005070	382017370	450038023	660008130	692008020	788011121	808404034	816201015	828402133
000315090	220014090	382019080	450038024	660008215	692008030	789006420	809102011	816202061	828403108
000316180	220016070	382019170	476003050	660009160	692008040	789006430	809102012	816202130	833301002
000326050	220016200	390002192	490000290	670001000	692008060	789007160	809103011	817301010	833301301
000326140	220018070	390004042	502001031	670002040	692008070	789007170	809201012	817302220	833302190
000334090	230001022	395001080	506001050	673002010	692008080	789007180	809202011	817302221	833302262
000335020	238000010	395001090	506001130	673002020	692008090	789007190	809203011	817302231	833302400
000352090	238000090	398002230	506002014	673002070	710007070	789007200	809204011	818102050	833303200
000355020	238003330	398002240	506002017	674002150	715002040	789007210	809204012	818201012	833304101
000363030	238003410	401009010	506002018	674002160	715002050	789007240	809301015	818201014	833304101
000365170	250000210	450002050	506002120	681002032	715002051	789007260	809302011	818201015	834204188

000369180	270002020	450003083	512000010	682003231	715012010	789007270	811104042	818301010	834401101
100001030	270002070	450003090	512000030	683008010	718001015	789009020	811104049	818402010	834402120
100001050	270002200	450003110	512000050	692001010	719001012	789012010	811104052	819303020	834402150
100002010	275007210	450003120	512000090	692001020	719001022	789012020	811104053	820103040	834402161
100002030	281001070	450007030	512000110	692001030	719001030	789012030	811104054	820103130	834402170
100003020	281001090	450007040	518001010	692001040	719002025	789012060	811304101	820201130	834402171
100222120	285001100	450007051	518001100	692001060	719002035	789012070	811304101	823101063	835304020
100222122	315004040	450007061	518001120	692001070	725000112	789012100	811401013	823101091	836102104
100222126	330002175	450007080	518001140	692001080	756000030	789012110	811401013	823101093	836102107
100222128	330005150	450007090	520025010	692002010	756000060	801101060	811401016	823101101	836103010
100222134	330009082	450007100	520025011	692002020	756000200	801102035	811401021	823101103	836103050
100222136	338002112	450008090	520025014	692002030	756000210	801102061	811401021	823101113	836201010
115001080	350001200	450011090	530000270	692002050	760003151	801201020	812301020	823101123	
122000252	355016001	450011101	557001060	692002060	760003160	801201030	812301061	823103010	

# Residential Undeveloped Parcels

City of Manitowoc, Manitowoc County



## APPENDIX B: UNDEVELOPED PARCELS THAT ARE SUITABLE, BUT NOT ZONED FOR, RESIDENTIAL DEVELOPMENT

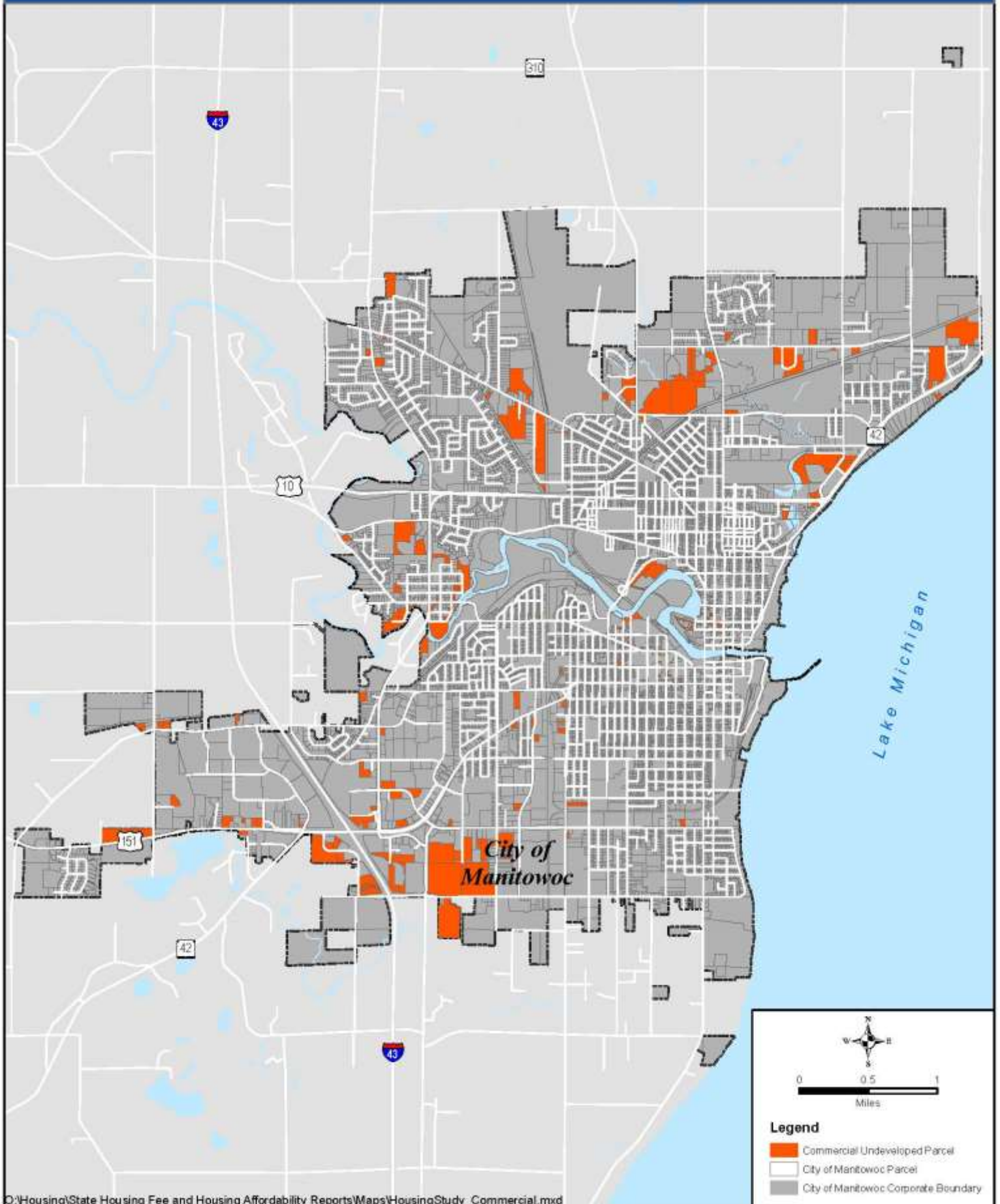
### UNDEVELOPED PARCELS THAT ARE SUITABLE, BUT NOT ZONED FOR, RESIDENTIAL DEVELOPMENT

000013160	000210140	130005022	450005030	450016121	610001020	812302105	817404012	826101030	835301012
000013190	000211021	160000012	450005040	450020050	614006040	813401040	817404014	826102020	835301030
000105010	000218061	160000044	450005050	450020130	614006050	813401045	817404015	826402140	835302010
000106180	000227072	160000084	450006111	450020131	614006060	813402012	817404021	827303140	835401022
000117161	000231020	215002010	450006151	450025021	683008011	813402021	817404022	827303141	835401023
000119120	000236010	234001160	450007121	450025030	718002010	813402025	818101010	827402101	835401033
000119190	000243140	238003290	450007161	450025040	718003030	813402029	818103010	828404129	835402023
000119201	000243180	265001130	450008060	450025050	719009030	813402031	818104010	833401010	835403111
000140090	000244100	355015003	450008070	450025080	720000043	814102220	818201010	833402100	835403120
000141140	000245100	355102002	450008080	450025090	720000129	814102230	818201012	834103020	835403121
000141150	000245160	355102003	450008100	450025100	725000011	816102080	818204015	834103040	835403130
000141160	000245170	355102004	450008110	450025110	725000047	816103180	818204033	834103090	836103031
000142050	000247172	355105004	450008120	450025120	725000056	816103230	818402013	834104070	836103036
000154020	000250220	381001120	450008130	450026030	725000071	816103260	819402030	834402130	836203033
000155010	000253210	381001130	450008140	450026100	725000125	816303010	819402052	835101650	836301010
000155090	000265020	381001140	450010050	450031050	770002011	816303040	819403030	835101783	836301010
000168021	000269041	381004013	450010081	450038020	770002060	816303050	820101030	835101888	836301061
000173040	000269160	382012210	450010091	450039021	801202010	817101015	820102030	835101924	836301065
000173150	000275120	449008013	450011110	450039122	808404020	817101033	823104043	835102020	836301076
000173170	000285030	450001022	450011120	475001100	808404030	817101033	823104050	835102035	836302015
000174030	000286091	450002080	450013000	485000060	808404032	817101033	823104051	835102050	836303010
000193131	000316160	450002090	450014050	512000060	809404020	817203020	824101030	835102060	836304040
000203200	000316170	450002100	450014060	512000070	811103032	817203050	824301015	835103021	836402020
000205130	000321011	450002110	450014070	518001080	811402014	817203081	825202010	835203060	836402030
000210031	000362200	450005010	450014080	518001090	811402014	817403020	826101010	835203070	836402100
000013160	130001020	450005020	450016010	520026012	811403061	817404010	826101020	835301011	836402110



# Commercial Undeveloped Parcels

City of Manitowoc, Manitowoc County



## **APPENDIX C: SUBDIVISION PROCEDURES AND PLAT SPECIFICATIONS AND REQUIREMENTS**

### **Manitowoc Municipal Code Chapter 21 – Subdivision Regulations**

#### **21.040 Procedures.**

##### **(1) For Plat Approval Within Corporate Limits.**

(a) Concept Plan. Any owner or authorized representative, proposing to subdivide or divide a tract of land into five or more parcels or building sites of five acres or less in area, shall contact the City Planner and/or the City Engineer and acquaint themselves with the provisions of the Wisconsin Statutes and ordinances of the City concerning the platting of land. Prior to, or concurrent with, the submittal of a preliminary plat, a concept plan shall be submitted for approval by the City Plan Commission. The concept plan is intended to guide the overall development of property in the City, and shall provide the following information:

1. Scaled sketch of the proposed subdivision including location map, existing topography, number of lots, lot and block numbers, typical lot width and depth, proposed utilities and street improvements, street names, proposed layout of streets and their relationship to the City's Official Map, physical and legal/statutory relationships between the subdivision and abutting properties, and identification of any other relevant land characteristics including, but not limited to, adjacent development patterns, wetlands, stormwater management or treatment facilities under Chapter [28](#) MMC, playgrounds, parks or other public areas.

2. This concept plan shall depict the total planned development for contiguous land areas owned by a subdivider, including the current and all future phases of a proposed subdivision development. Approval of the concept plan by the City Plan Commission shall be required prior to consideration of a preliminary plat. Approval of the concept plan shall not be interpreted as approval of a preliminary plat.

(b) Submittal of Preliminary Plat to Plan Commission Before July 1st. The owner, or his authorized representative, shall submit to the City Plan Commission a preliminary plat of the proposed subdivision, prepared in accordance with these regulations and Wis. Stat. Ch. [236](#), before July 1st if contemplating requesting approval of the final plat during the next year. The submission of a preliminary plat shall be at least 10 days prior to the next regular scheduled City Plan Commission meeting and shall include 10 prints of the preliminary plat, three sets of engineering plans, and a letter of transmittal requesting

approval and outlining, among others, the proposed use of the subdivided land, proposed dedication of land intended for streets, alleys, public ways or other public uses and others that are proposed by the subdivider. The map showing the preliminary plat shall cover all adjacent real property owned in whole or in part or controlled by the subdivider, even though only a small portion thereof is proposed for development at this time.

(c) Action of Common Council Concerning Preliminary Plat. Within 90 consecutive calendar days of the date of the filing of the preliminary plat with the City Clerk, the Common Council shall take action to approve, approve conditionally, or reject such preliminary plat. Notice of the action of the Common Council shall be given to the owner, or his authorized representative, within 10 consecutive calendar days thereafter outlining, in writing, any conditions of approval or the reasons for rejection of the plat, unless the time is extended by agreement with the subdivider. Failure to act within the 90 days shall constitute approval of the preliminary plat.

(d) Reports of Reviewing Agencies. Reports on the preliminary plat shall be prepared and considered by the City Plan Commission from the following agencies, or any successor agencies, as well as other entities requesting reviewing authority and providing essential services in the City:

1. City – Engineering, Planning, Police, Fire and Building Inspection Departments.
2. Manitowoc Public Utilities.
3. Manitowoc County Planning and Zoning.
4. Comcast Cable.
5. Wisconsin Public Service Corporation.
6. AT&T Wisconsin.

(e) Plan Commission Report on Preliminary Plat to Common Council. After recommendation concerning the preliminary plat by the City Plan Commission, the same shall be forwarded to the Common Council with a statement of the conditions upon which the recommendation was based. This statement shall enumerate those regular and/or special site improvements and conditions of compliance which must be installed and satisfied prior to approval of the final plat by the Common Council and subsequent recording of the final plat at the Manitowoc County Register of Deeds. The preliminary plat along with the recommendations of the City Plan Commission may be considered by the Common Council at its next regular scheduled meeting. The Common Council shall, by resolution, indicate its approval, conditional approval, or rejection of the preliminary plat including any conditions upon which the approval is based, and shall specify what improvements and conditions of compliance will be required before acceptance of the final plat. A certified copy of this resolution shall be sent by the City Clerk to the person(s) submitting the plat.

(f) Submittal of Final Plat to City Plan Commission. Within 36 consecutive calendar months after the date of approval of the preliminary plat by the Common Council, a final plat of the proposed subdivision, prepared in accordance with these regulations and Wis. Stat. Ch. [236](#), shall be submitted to the City Clerk and City Plan Commission. The submission of this final plat shall include 10 photostatic copies of the final plat and a letter of transmittal requesting approval and outlining all necessary points in relation to the final plat. Within 60 consecutive calendar days after the date of transmittal of the final plat to the City Clerk and City Plan Commission, it shall be either approved or rejected by the Common Council according to the provisions of Wis. Stat. Ch. [236](#). Approval of a final plat shall require the review and conclusions pursuant to Wis. Stat. § [236.11](#)(1)(c) regarding conformity of the final plat to the preliminary plat.

(g) City Plan Commission Report on Final Plat to Common Council. After review of the final plat by the City Plan Commission, the Commission shall forward a recommendation to the Common Council to approve, conditionally approve or reject the final plat along with a statement of the conditions of compliance upon which said recommendation was based. The recommendations to the Common Council shall include the necessary minimum improvements and special requirements needed to be carried out to fulfill the letter and spirit of this chapter.

(h) Filing Requirements of Approved Final Plat. After the final plat of the subdivision has met with all approvals, and is in a status acceptable at the Manitowoc County Register of Deeds, the subdivider shall cause to be filed with the City Plan Commission and with the City Engineer mylar tracings of the subdivision map and the surveying data pertaining thereto. The final plat must be recorded pursuant to Wis. Stat. § [236.25](#)(2)(b).

(i) Notice to Municipalities Within 1,000 Feet. Pursuant to Wis. Stat. § [236.11](#)(2), the City Clerk's office shall (at least 10 consecutive calendar days prior to the earliest anticipated date the Common Council may take action on a final plat) issue a notice to the clerk of any municipality whose boundaries are within 1,000 feet of any portion of the proposed final plat advising that party of the City's intention. Failure to give such notice shall not invalidate any such plat.

(j) Final Plat Review Fee. Whenever a final plat of a proposed subdivision is submitted to the City Clerk and City Plan Commission for approval, a review fee as determined by resolution of the Common Council shall accompany the submittal of final plat to the City Clerk. Such sum shall not be refunded whether or not the final plat is approved.

**(2) Procedure for Approval of Plats or Development Plans Within the Extraterritorial Plat Approval Jurisdiction of the City.** When the land to be subdivided lies within three miles of the corporate limits of the City, the subdivider shall proceed as specified in the Manitowoc County subdivision regulations. All improvement requirements, specified by the County or township Board, or any special district in matters over which they have jurisdiction, shall be met before the filing and recording of the final plat.

(a) Subdivision Plats. Any final subdivision plat as defined in the Wisconsin Statutes shall be submitted to the City Plan Commission in triplicate for its approval as provided for in Wis. Stat. § [236.10](#).

(b) Development Plans. Any development plans, as required by the County subdivision regulations, shall be submitted to the City Plan Commission in triplicate for its approval.

**(3) Procedures for Approval of Lot Divisions Not Involving Subdivision or Development Plans.** Any division of land 10 acres or less in area which creates an additional parcel or building site within the corporate limits of the City or its extraterritorial jurisdiction must be accomplished by a CSM prepared in accordance with the provisions of Wis. Stat. § [236.34](#), and must be submitted to and approved by the City Plan Commission after review of the CSM's conformance to the Comprehensive Plan, Official Map, and other applicable State and local ordinances and regulations. Prior to filing a CSM, the subdivider may consult with the City Planner and/or the City Engineer for advice and assistance. These consultations are intended to inform the subdivider of the purpose and objectives of these regulations, the Comprehensive Plan and Official Map, and to otherwise assist the subdivider in planning his/her development.

**(4) CSM Review Fee.** Whenever a CSM is submitted to the City Plan Commission for approval, a filing fee as determined by resolution of the Common Council shall accompany the CSM. Such sum shall not be refunded whether or not the CSM is approved.

## **21.060 Plat Specifications and Requirements.**

**(1) Preliminary Plats.** Preliminary plats shall be submitted and contain the following information prepared by a registered surveyor:

(a) Items Pertaining to the Name of the Plat.

1. Proposed subdivision name, which shall not duplicate or closely approximate the name of any other subdivision in the area governed by this chapter.

2. Name and address of the owner or his/her authorized agent.

3. Location by quarter section, section, township, range and county and the legal description to clearly define the location and boundaries of the proposed plat, and a statement of the acreage contained in the preliminary plat.

4. Scale, not to be more than one inch equals 100 feet.

5. Date, north point, and vicinity map.

6. Name and address of the registered surveyor preparing the plat.

(b) Items Pertaining to the Plat.

1. The boundary of the ownership of which the proposed subdivision is a part and the boundary of the proposed subdivision, accurately described and indicated, and evidence of ownership, to determine if all parties having an interest are represented.

2. Names of adjacent recorded or unrecorded subdivisions, and the names of the owners of contiguous parcels of unsubdivided land which are owned by any of the subdividers of the subject plat.

3. Information shall be submitted on the following items pertaining to the land to be subdivided and the adjoining areas:

A. The location, width, and name of all existing or platted streets, alleys, pedestrian ways, or other public ways and easements and their status of development. All easements are subject to “Standard Utility Easement Conditions” as recorded at the Manitowoc County Register of Deeds in Volume 1252, Page 498, as document number 798738, as may be amended from time to time, and shall be referenced on the preliminary plat;

B. All railroad and utility rights-of-way and easements, parks, cemeteries;

C. All permanent or temporary buildings or structures and other public spaces;

D. All sanitary and water mains, sewers, showing their existing and proposed sizes, depths, elevations and locations;

E. Existing and proposed storm sewer information, drainage ditches, water courses, stormwater management or treatment facilities under Chapter [28](#) MMC, bridges, and all other items that may be used in connection with the planned subdivision.

4. Dimensions of lots and other land areas where necessary.

5. Radii of all curves and the lengths of all tangents.

6. Land to be reserved for public use, or to be reserved by deed covenant for use of all the property owners in the subdivision, with conditions, if any, of such dedication or reservation. Private property held in common and not dedicated for public use shall be so indicated.

7. Self-imposed restrictions or reference thereto shall appear on the face of the plat.

8. The preliminary plat shall be accompanied by the following minimum information to be approved by the City Engineer:

A. Profiles and cross-sections showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision for positive off-street drainage.

B. Typical cross-sections of the proposed grading of roadways and sidewalks.

C. The method of sewage disposal and plan including proposed sanitary and stormwater sewers with grades, elevations and sizes indicated.

D. Water mains with grades, elevation and sizes indicated.

E. Subdivider to fully improve, in conformance with this chapter, all off-site streets which provide access to streets in the subdivision. All elevations shall be made on the verified datum plan of the City. The preliminary plat must be submitted for review and accepted by the Common Council on or before July 1st of the year prior to the planned opening/conveyance of a lot or parcel which lies in the subdivision, to ensure that the City will have funds available for installation of storm sewer mains. If a preliminary plat is submitted and accepted by the Common Council after July 1st of the same year that the Common Council accepts said preliminary plat, the subdivider shall be responsible for paying a 20 percent surcharge for storm sewer mains in addition to the lineal foot rates as contained in subsection (2)(d)(5) of this section.

9. In order to ensure positive drainage from all lots within each proposed block so that no surface water will pond within the block, subdivider shall submit at the time of the preliminary plat review a drainage plan for each block within the proposed subdivision as well as a reasonable distance beyond the subdivision limits. This drainage plan shall include the final grade elevations to be maintained along rear lot lines. Should the approved drainage plan require any grading or the installation of stormwater drainage facilities within any block or blocks, the subdivider shall cause such grading or other improvements to be installed at his/her expense at the same time the subdivision roads are being graded. Contour information in the drainage plan shall be at vertical intervals of not more than two feet where the slope is less than 10 percent, and not more than five feet where the slope is 10 percent or greater. All elevations shall be based on the verified datum plan of the City.

To ensure compliance with the approved drainage plan, a covenant shall be included on the face of the final plat referring to the drainage plan at the time of approval of the plat requiring compliance therewith by the developer.

**(2) Final Plat.** The final plat of a subdivision shall consist of the original official plat and supporting certificates, affidavits, and acknowledgments, and which meets all the provisions of Wis. Stat. Ch. [236](#) before presentation to the City Plan Commission for their consideration.

(a) Items Pertaining to the Name of the Plat.

1. Name of the subdivision and the section or part thereof shall appear in prominent letters, and such name shall not duplicate or closely approximate the name of any other subdivision in the area governed by this chapter.

2. Location and position of the subdivision shall be shown in each of the following ways:

A. Directly under the name given to the subdivision shall be noted its location by government lot, quarter section, township, range and county.

B. The exact location of the tract being subdivided with reference to a corner or corners established in the U.S. Public Land Survey and the Wisconsin Coordinate Reference System, indicated by distances and bearings in accordance with MMC [21.030\(3\)](#).

C. A small scale line drawing of the section or government subdivision of the section naming, if any, the peripheral streets of said section in which the land under consideration is situated. This drawing shall show a graphic scale and north point and shall be oriented on the sheet in the same direction as the main drawing.

3. Names and addresses of owner and the registered surveyor preparing the plat.

4. A graphic scale and a north point.

(b) Items Pertaining to the Final Plat.

1. All plats shall be legibly prepared on one or more sheets 22 inches wide and 30 inches long of durable muslin-backed paper. When more than one sheet is used for any plat, they shall be numbered consecutively, and each sheet shall contain a notation showing the whole number of sheets in the plat and its relation to the other sheets. The plat shall have a binding margin of one and one-half inches wide on the left side, and a one-inch margin on all other sides.

A. All final plats shall also be provided to the City Planning Department on a compact disk or other medium specifically approved by the Department, and in an ESRI geodatabase format. If the final plat cannot be prepared in the ESRI format, then the Department will accept a Microstation DGN format, or a standard DXF file format.

2. The drafting of final plats shall be drawn with waterproof, nonfading black ink unless specified otherwise in this section, except that any information besides original signatures required by law may be typewritten. The scale used shall not be more than 100 feet to the inch.



3. All plats shall accurately show on the face thereof the following information, with distances shown to the nearest one-hundredth of a foot and bearings in degrees, minutes and seconds:

A. The exterior boundaries of the land surveyed and divided.

B. All parcels, lots, blocks, streets, off-street parking areas, pedestrian ways, alleys, public grounds, public utility easements and drainage easements into which the land so surveyed is divided. All easements are subject to “Standard Utility Easement Conditions” as recorded at the Manitowoc County Register of Deeds in Volume 1252, Page 498, as document number 798738, as may be amended from time to time, and shall be referenced on the final plat.

C. All monuments erected, corners and other points established in the field in their proper places. The type of material of which such monuments, corners and other points are composed of, as well as dimensions, noted by representation or by suitable legend, except lot corners need not be shown. The legend for metal monuments shall indicate the kind of metal, length and weight per lineal foot of the monuments as required by Wis. Stat. § [236.15](#)(1).

D. All blocks consecutively numbered or lettered in numerical or alphabetical order; provided, that the blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively through the several additions.

E. All lots in each block consecutively numbered and outlots lettered in alphabetical order. If blocks are numbered or lettered, outlots shall be lettered in alphabetical order with each block.

F. The area of each lot or outlot containing an area of one acre or more to the nearest one-hundredth of an acre.

G. The length and bearings of all exterior boundary lines, and the recorded lengths and bearings of abutting plats or CSMs where there are exceptions.

H. The length and bearings of boundary lines of all easements, blocks, public grounds, public ways and alleys.

I. The widths of all easements, streets, public ways and alleys.

J. The centerline of all streets, including lengths and bearings.

K. The length and bearings of all lot lines; except that when the lines in any tier of lots are parallel, it shall be sufficient to mark the bearings of the outer lines of such tier only.

L. All lake or stream shore meander lines established by the surveyor in accordance with Wis. Stat. § [236.15](#)(1)(d), the distances and bearings thereof, and the distance between the point of intersection of such meander lines with lot lines and the ordinary high-water mark.

M. The number of degrees, minutes and seconds in all exterior and block angles.

N. Building setback lines properly dimensioned along all streets which are to be established by the subdivider if they vary from the setbacks of the City's current zoning requirements, or if the subdivision proposed is within the extraterritorial jurisdiction of the City.

O. All private easements, roads, streets, alleys, off-street parking areas and other land reserved for private use which are not dedicated to public use shall be clearly marked thereon "Private Road," "Private Street" or "Private Way," or alternative language acceptable to the City Planner.

P. All parks, parkways, playgrounds, off-street parking areas, alleys and other lands dedicated to public use shall be clearly marked thereon "dedicate to the public for use as a park or playground, etc.," or alternative language acceptable to the City Planner.

Q. All water courses, stormwater management or treatment facilities under Chapter [28](#) MMC, drainage ditches and other existing features pertinent to proper subdivision.

R. All existing, temporary or permanent buildings and structures.

S. Self-imposed restrictions or reference thereto.

4. Horizontal curves shall be used to join the tangents of all streets wherever practical. Plans shall show points of curvature and points of tangents and their station locations. When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as a dotted line in its proper place; and either on it, or in an adjoining table, shall be noted its bearing and length, the radius of the circle of which the curve is a part, the central angle subtended and the tangent bearing at the point of curve or the point of tangency. The lot lines on the street sides may be shown in the same manner or by bearings and distances. When a circular curve of a 30-foot radius or less is used to round off the intersection between two straight lines, it shall be tangent to both straight lines; it shall be sufficient to show on the plat the radius of the curve and the tangent distances from the points of curvature to the point of intersection of the straight lines.

5. The name of each street shall be printed thereon in prominent letters, and shall be in conformance with the street designations of the City.

6. The names of adjoining streets (including Federal, State and County highways) and subdivisions shown in their proper location underscored by a dotted line.

7. Abutting street and highway lines of adjoining plats shown in their proper location by dotted lines. The width of streets and highways shall also be given.

8. Where provisions are made for access from any subdivision to any lake or stream, the plat shall show the area over which the access is provided to the lake or stream, together with a small scale drawing clearly indicating the location of the subdivision in relation to the lake or stream and the location of the area to which access is provided.

9. The water elevations of adjoining lakes or streams at the date of the survey and the approximate high and low water elevations of such lakes or streams. All elevations shall be referred to the datum used by the City.

(c) Other Items – Pertaining to the Final Plat. All legal descriptions, affidavits, certificates and resolutions (as required in Wis. Stat. § [236.21](#)) and if the land is mortgaged, consent by the mortgagee (or the holder of any recorded mortgage encumbering the subdivision), shall be lettered or typed on the face of the plat as indicated in the appendix of the ordinance.

(d) Development Improvements Prerequisite to Approval of the Final Plat. Subject to Wis. Stat. § [66.0903](#), the following minimum improvements shall be installed in accordance with plans and specifications approved by the City Engineer prior to approval and recording of the final plat of any subdivision 10 acres in area or less. Where a plat is in excess of 10 acres in area, the subdivider may, at the option of the subdivider, present a staged plan for development of the subdivision with each stage being no less than 10 acres in area, subject to Wis. Stat. § [236.13](#)(2)(a). No building permits will be issued for construction on platted lots of future stages which do not have full improvements. The subdivider or the subdivider's agent shall notify the City Engineer in writing before July 1st of the year prior to the year in which the subdivider plans to make necessary improvement to any 10-acre stage of the subdivision. In all cases, the subdivider shall be responsible to determine if prevailing wage rates under Wis. Stat. § [66.0903](#) are required for the installation of improvements, to secure wage rate determinations, and to assure compliance with the law.

1. Grade the full width of the right-of-way of all streets to the subgrades of the roadbed and sidewalk areas, all alleys the full width of their rights-of-way and, to the subgrade of the roadway, all pedestrian ways.

2. Surface all roadbeds of streets and alleys with gravel and apply dust laying palliatives according to plans and specifications of the City Engineer.

3. Install all water mains and install laterals to the lot lines.

4. Install all sanitary sewer mains and install laterals to the lot lines. Laterals shall be installed at the direction of the City Engineer so that at least one lateral will serve each lot of record.

5. Install storm sewer mains and laterals to the lot lines. Laterals shall be installed at the direction of the City Engineer so that at least one lateral will serve each lot of record. The subdivider shall be responsible for a portion of the storm sewer main costs and for all of the storm lateral costs. The portion of the storm sewer main costs to be paid by the subdivider shall be determined in accordance with MMC [7.276](#) utilizing data from recent years' installation costs on similar projects with costs adjusted for inflation. **Inflation** herein is defined as the most current annual inflation index as determined by the "Consumer Price Index for all Urban Consumers: US City Average for All Items" (CPI-U). The storm sewer main cost to be paid by the subdivider shall not exceed a maximum of 120 percent of the previous year's rate for a similar sewer installation project. However, the amount for the storm sewer main and the total cost of the laterals shall be paid to the City Treasurer prior to the final plat approval or at the time when the City takes bids for the storm sewer work, whichever comes first. In order for the City to budget for the necessary storm drainage facilities, the subdivider shall submit the preliminary plat for review before July 1st, as outlined in MMC [21.040](#)(1)(b).

A. Televisе sanitary and storm sewer mains within the boundaries of the planned subdivision. Subdivider to provide a televised inspection video tape and written report to the City Engineer.

6. Rough grading of all land areas and installation of necessary drainage structures within the subdivision including blocks, to ensure initial overall positive surface drainage to existing or planned streets, storm sewers or natural drainage courses. The subdivider shall be responsible for the provisions of continuous positive surface drainage of water to the existing storm sewers and/or drainage courses until all lots within the subdivision are fully developed.

7. Sign a public works petition requesting permanent street paving, sidewalk and street lighting installation on all streets within the subdivision which may take place within three years from the latest date of final plat approval by the Common Council and the date the final plat has been recorded at the Manitowoc County Register of Deeds, or when the Common Council deems appropriate. The installation of sidewalks shall occur concurrent with the installation of permanent street paving, unless this requirement is waived or modified. The subdivider shall arrange for the installation of street lighting as specified by the Manitowoc Public Utilities (reference MMC [12.150](#)).

8. Performance of all other improvements deemed necessary by the City Plan Commission and authorized by the Common Council. Such improvements shall include, but shall not be limited to, the construction of stormwater management or treatment facilities under Chapter [28](#) MMC, lift stations and appurtenances thereto

which shall be deemed necessary by the City Plan Commission. In the event a new lift station is deemed necessary by the City for the subdivision or a larger area including the subdivision, the City Engineer shall require the subdivider to pay for part or all of the cost of such lift station in proportion to the benefits to be derived therefrom by the proposed subdivision. In the event the particular subdivision shall derive a benefit from a lift station which was previously constructed, the City Engineer shall require the subdivider to pay a share of the original cost proportionate to the benefits to be derived therefrom by the proposed subdivision.

In instances where the subdivider requests the City to install any or all development improvements under this subsection (2)(d), and the City approves the subdivider's request, the subdivider shall pay to the City Treasurer the fee or assessment amount required to implement the improvements. Said fee or assessment shall be determined by the City Engineer, and shall be due and payable to the City prior to awarding the contract for such work. The City may charge inspection fees for all required development improvements required under this chapter, at rates as established by the City Engineer.

9. The subdivider's engineer shall certify in writing that all required improvements have been made according to the approved plans and specifications. In lieu of making the improvements specified, when certain facilities are not available or when extraordinary circumstances such as winter ground freezing merit later installation, the subdivider may, subject to the approvals of the City Engineer and the City Attorney, file with the City a **security instrument**, defined herein as a letter of credit (meeting the requirements under MMC [15.370\(2\)\(1\)](#)), or establish and fund an escrow account in a recognized financial institution in Manitowoc County, or provide other security acceptable to the City Engineer, covering at least the total cost of all improvements, in an amount to be established by the City Engineer, to ensure the installation and construction of all necessary improvements within nine months after the date of recording of the plat. Said security instrument shall provide that the City or any officials of the City as designated by the Common Council has the right to contract for the installation of all required improvements not completed following said nine-month period. The security instrument shall further guarantee the transfer of sufficient funds to the City to pay for said improvements in advance of commencing any activities included in the terms and conditions of the security instrument. The funding level of the security instrument shall be sufficient to pay the estimated total cost of the improvements as determined by the City Engineer. A statement to the effect that such security instrument has been filed with the City and has been accepted by the Common Council, and that no occupancy permits will be issued until all improvements required in this section are completed to the sole satisfaction of the City Engineer shall be placed on the final plat and incorporated in each deed conveying any lot or parcel which lies in the subdivision. However, storm sewer mains and laterals shall be installed prior to street graveling. Sanitary sewer mains must be installed prior to the establishment of a security instrument.

### **(3) Certified Survey Maps (CSM).**

(a) Requirements.

1. The division of land creating new lots of record or building sites shall comply with the provisions of this chapter relating to general requirements, design standards, improvement requirements, stormwater management or treatment facilities under Chapter [28](#) MMC, drainage plan requirements, and street dedication and public works petition requirements where there is an Official Map street upon or adjacent to the lot being created.
2. The CSM shall be performed and the map prepared by a land surveyor registered by the State of Wisconsin.
3. All corners shall be monumented as herein required for subdivision lots and in accordance with Wis. Stat. § [236.15](#)(1)(c) and (d).
4. All existing buildings located on the land within the area covered by the required CSM shall be accurately shown thereon.
5. The CSM shall be prepared in accordance with all applicable sections of this chapter and in such a manner to supply sufficient information for the exact identification of the land-subdivision in reference to some corner established by the U.S. Public Land Survey and the Wisconsin Coordinate Reference System in accordance with MMC [21.030](#)(3), or if such land is located in a recorded subdivision or recorded addition thereto, then by the number or a description of the block or subdivision thereof, which has been previously tied to a corner marked and established by the U.S. Public Land Survey and the Wisconsin Coordinate Reference System. Also, the CSM shall be prepared either on durable white media eight and one-half inches wide by 14 inches long with a permanent, nonfading black ink at a scale of not less than 500 feet to the inch.
6. The CSM prepared according to the requirements of this chapter may be used for the dedication of lands to the public when it complies with the provisions of Wis. Stat. § [236.34](#)(1)(e).
7. The CSM shall require approval of the City Plan Commission prior to recording of the document.

(b) Certificates and Affidavits.

1. The CSM shall include the affidavit of the registered surveyor who surveyed, divided and mapped the parcel, typed, lettered or reproduced legibly with nonfading black ink, giving a clear concise metes and bounds description of the land surveyed by distances and bearings in accordance with MMC [21.030](#)(3), commencing with some corner marked and established by the U.S. Public Land Survey and the Wisconsin Coordinate Reference System. Such affidavit shall include the certificate of the

surveyor to the effect that he/she has fully complied with the provisions of Wis. Stat. § [236.34](#) and the requirements of this section.

2. The certificate of approval of the City Plan Commission shall be typed, lettered, or reproduced legibly with nonfading ink on the face of the CSM.

3. A certificate by the owner of the land shall appear on the CSM in substantially the following form: “As owner I hereby certify that I caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on this map.” This certificate shall be signed by the owner, his/her spouse and all persons holding an interest in the fee of record or by being in possession, and if the land is mortgaged, by the mortgagee of record.

4. The CSM as herein specified shall be filed for recording at the Manitowoc County Register of Deeds, and four prints filed with the City Planning Department within 30 consecutive calendar days after the date of recording.

5. The basis for the approval of these land divisions shall be the same as those pertaining to subdivisions, in purpose and intent.